

IN CASE OF AN INJURY AT WORK

Here's what to do!

INJURED EMPLOYEES...

- 1** Get first aid, if necessary.
- 2** Report the injury/incident before leaving the workplace (if possible) to:

your manager/supervisor
- 3** Seek timely medical treatment and advise doctor you were hurt on the job.
- 4** Bring the Doctor's Report of Injury (Form 8/10) back to your employer as soon as possible (the next working day).
- 5** Complete a Worker's Report of Injury (Form 6) and submit to the Workplace Health, Safety and Compensation Commission (the Commission) as soon as possible by faxing toll free to 1-800-276-5257 or (709)778-1302.

Note: For Recurrences a WHSCC Form "6R" is required. (Contact Employee Wellness/ Health and Safety right away at 637-5100.)

FOR MANAGERS/SUPERVISORS...

- 1** Ensure your injured employee is transported to appropriate medical care.
- 2** Complete an Employee's Report of Incident Form and forward it to Employee Wellness/ Health and Safety.
- 3** Determine the cause of the injury and take action to prevent further injuries.
- 4** Work with your injured employee to develop an Early and Safe Return-to-Work plan and submit to the Commission (within five days of receiving the Doctor's Report of Injury - Form 8/10).
- 5** Provincially regulated employers must report "serious injuries" [see OHS Act, s.54(3)]. Call the 24 hour Accident Reporting Line (709)729-4444.



**Western
Health**